



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
UNIT 31401, BOX 41
APO AE 09630

IMEU-VIC-ZA

16 JAN 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Vicenza Policy Memorandum #08-01, Strategic Planning or Professional Development Off-sites

1. Effective immediately, garrison directorates and staff offices must request and receive the Garrison Commander's approval for all individual strategic planning or professional development off-sites. Coordination will be done through the Plans, Analysis and Integration Office (PAIO).
2. Requestor will submit a Staff Summary (enclosed) with completed coordination through the PAIO and Deputy to the Garrison Commander for review no later than six weeks prior to the planned event. Enclosure 2 recommends that organizations involve the Regional Contracting Office (RCO), Office of the Staff Judge Advocate (OSJA), and the Resource Management Office (RMO) from the very beginning in order to avoid unauthorized and short notice commitments. To pass command and legal prudence, agencies must be able to justify why the conference could not be held on the installation.
3. Staff Summary must include an Agenda, along with stated purpose, intended outcome, target audience, and required resources. Furthermore, request must adhere to the US Army Garrison Vicenza Policy Memorandum #07-07, Antiterrorism and Force Protection (AT/FP) Travel Assessments Requests.
4. Point of contact is Ms. Debra Kaleponi, Director, PAIO, phone: DSN 634-6426, email: debra.kaleponiwong@us.army.mil.

2 Encls

1. Staff Summary
2. SETAF Conference Information Paper


VIRGIL S.L. WILLIAMS
COL, QM
Commanding

DISTRIBUTION:

A

STAFF SUMMARY

(USASETAF MEMO 1-10)

DATE:

THRU: DGC

SUSPENSE:
Not Later Than 6 weeks prior to
event

FROM (SIGNATURE OF RELEASER):

TO: GC

SUBJECT:
Strategic Planning or Professional Development Off-site

ACTO (NAME/PHONE):

ISSUE/PURPOSE:

To request Garrison Commander approval of proposed off-site

FACTS/DISCUSSION:

1. Purpose and intent event:
 - a. Agenda
 - b. Target audience
 - c. Intended outcome
2. Logistics and resources:
 - a. Date and time of event
 - b. Location
 - c. Estimated cost
 - d. Lodging costs
 - e. Supplies and material required
 - f. Facilitator (Government or Contractor)
 - g. Transportation required (Government or private rental)
3. Other pertinent information concerning the event.
4. A written After Action Report (AAR) is required No Later Than 1 week after the conclusion of the event.
5. Attach complete agenda for event.
6. If applicable, route summary through USAG Livorno.

RECOMMENDATION:

That the Garrison Commander approves the event.

APPROVED

DISAPPROVED

SIGNATURE

COORDINATION

OFFICE	CONCUR	NONCONCUR	SIGNATURE	REMARKS
PAIO				
DPTMS				
RMO				
RCO				
SJA				



DEPARTMENT OF THE ARMY
UNITED STATES ARMY SOUTHERN EUROPEAN TASK FORCE (AIRBORNE)
UNIT 31401, BOX 7
APO AE 09630

AESE-JAA

21 December 2007

MEMORANDUM FOR RECORD

SUBJECT: Information Paper on Conference Planning

1. This information paper is to provide staff directorates and units a few of the legal and fiscal considerations when planning conferences and off-sites.
2. We strongly recommend that you involve the Regional Contracting Office (RCO), Office of the Staff Judge Advocate (OSJA), and the Resource Management Office (RMO) or Comptroller, from the very beginning.
3. Location of your conference. Often there is a cost associated with holding a conference at an off-post location. However, this is not always the case. Remember that only a contracting agent can enter into negotiations or commit funds after RMO has certified the availability of funds. If you find that there is a fee associated with the off-post site, you must be able to justify why the conference could not be held on the installation in order to pass legal muster. You will also need to provide a full description of the event, to include the purpose of the conference and proposed schedule of events, as well as the names of the proposed attendees in order for the legal review to be conducted.
4. Appropriated funds (APFs) may be used to host off-sites, but strict guidelines exist in order to avoid abuse. If the conference is held within a reasonable traveling distance from the participants' home station, APFs will not usually be permitted for lodging expenses. Rather, the participants will either have to commute from his/her home to the conference or pay for the lodging with other means. If the conference is held outside the reasonable commuting area, the amount that can be paid for contracted rooms cannot exceed the local per diem rate for lodging.
5. If a conference location outside a reasonable distance from home station is chosen, meals will typically not be paid for with appropriated funds unless the meals do not create an additional cost or if the cost of the food is non-severable from the cost of the conference space and the price is reasonable. In some situations it might be possible to pay for severable food costs, but you should discuss your options with OSJA and RMO early on in the planning process. For example, where essential training is conducted during a luncheon session, food may be provided at Government expense. Additionally, where the cost of the contracted meals is less than the total cost of the per diem allocations, contracted meals will be the preferable method.
6. Attendance. Is the intent of the off-site for work only or will families also be invited? Typically, if families are invited, additional costs beyond the cost of the employee will come out of pocket. However, this is not necessarily the case, so check with G8 and OSJA early in the planning process to work through all the details. Likewise, transportation may become an issue

AESE-JAA

SUBJECT: Information Paper on Conference Planning

if the intent is to bring spouses and children unless an exception exists allowing them to travel at government expense. Finally, childcare is generally not paid for with APFs. However, exceptions to this do exist, such as for chaplain-led family retreats or family readiness group training for statutorily registered volunteers. These are not the only exceptions; they are merely used as examples.

7. If you have any questions, contact OSJA at 634-7819/7717.

A handwritten signature in dark ink, appearing to read "Autumn Hayes", is written over the printed name.

AUTUMN M. HAYES

CPT, JA

Chief, Administrative Law Division